

26 July 1951

MEMORANDUM TO: Deputy Director (Administration)
THROUGH : Advisor for Management ✓
Personnel Director
Comptroller
FROM : Chief of Procurement
SUBJECT : Request for Increase in Table of Organization

Document No. 004
NO CHANGE in Class. ☐
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Date: 22/3/78 By: 020

1. Reference is made to memorandum of 15 June 1951 from the Chief of Procurement, subject "Revised Requirements for Personnel and Operating Facilities of the Procurement Office, Exhibit 'E', paragraph 4."

2. In a meeting attended by the following:

Advisor for Management
Chief Administrative Services
Deputy Security Officer CIA
Chief Audit Division, I&S
Deputy Chief of Procurement
Assistant to the Chief of Procurement

held 28 December 1950, confirmed by memorandum of 2 January 1951 from Chief of Procurement, subject "Building Services Officers", the establishment, utilization and number of Building Supply personnel was formally agreed upon. A ceiling of 15 personnel was established as adequate to Agency requirements as they existed at that time. The categories of personnel were to be broken down into 9 Supply Officers and 6 supporting clerical personnel.

3. As cited in the aforementioned memorandum, it was agreed in the meeting that the functional Building Supply Unit would consist of a personnel breakdown including one supply officer, one assistant supply officer, and two clerical assistants. In accordance with this understanding, the standard Building Supply Unit has been set up to include:

GS-9 - Supply Officer
GS-7 - Supply Officer (Assistant)
GS-4 - Storekeeper
GS-3 - Clerk-Typist

The above unit is adjusted downward in grade and in number according to the requirements of the area or buildings served.

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4. Because of the critical shortage of space, the Building Supply Units are assigned, as space is made available, to centralized locations for the servicing of surrounding buildings. Each unit consisting of the above breakdown of personnel, or less (see Exhibit A).

5. Since the first of the year and since the original agreement Agency personnel totals have increased and continue to do so. Two major additional buildings are being added to the CIA Group, "I" and "J" Buildings. This exceeds the requirements as existing in December 1950 and was not considered during the December meeting.

6. "I" and "J" Buildings are presently being occupied, effecting an immediate building supply requirement for the establishment and furnishing of offices. When the buildings are fully complemented, the capacity and volume of activity should equal that of "K" and "L" Buildings.

7. It is, therefore, requested and recommended that an increase of four positions to the Procurement Office T/O be considered and approved in the following grades and titles for the establishment and subsequent provision of Buildings "I" and "J" with Building Supply Services:

GS-9 - Supply Officer
GS-7 - Supply Officer
GS-4 - Storekeeper
GS-3 - Clerk-Typist


ANDREW E. VAN ESSO

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E X H I B I T "A"

BUILDING SERVICES OFFICES

1. North, South, Central, Administration, 2210 E St. Buildings -

| | | | |
|------------|------------------------|--------|-----|
| Personnel: | Supply Officer | - GS-9 | - 1 |
| | Supply Officer (Asst.) | - GS-7 | - 1 |
| | Clerk-Typist | - GS-3 | - 1 |

2. "M" and "Q" Buildings -

| | | | |
|------------|------------------------|--------|-----|
| Personnel: | Supply Officer | - GS-9 | - 1 |
| | Supply Officer (Asst.) | - GS-7 | - 1 |
| | Storekeeper | - GS-4 | - 1 |

3. "L" and "K" Buildings -

| | | | |
|------------|------------------------|--------|-----|
| Personnel: | Supply Officer | - GS-9 | - 1 |
| | Supply Officer (Asst.) | - GS-7 | - 1 |
| | Storekeeper | - GS-4 | - 1 |
| | Clerk-Typist | - GS-3 | - 1 |

4. Quarters "I", Alcott Hall, [REDACTED] Buildings -

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| | | | |
|------------|------------------------|--------|-----|
| Personnel: | Supply Officer | - GS-9 | - 1 |
| | Supply Officer (Asst.) | - GS-7 | - 1 |
| | Clerk-Typist | - GS-3 | - 1 |

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5. [REDACTED] 13, 14, 11, Garage -

| | | | |
|------------|----------------|--------|-----|
| Personnel: | Supply Officer | - GS-7 | - 1 |
| | Clerk-Typist | - GS-3 | - 1 |

TOTAL 15

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Approved For Release 2001/03/30 : CIA-RDP57-00042A000200020016-9

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Approved For Release 2001/03/30 : CIA-RDP57-00042A000200020016-9